

# NEW BRIGHTON BOAT CLUB

## By-Laws, Rules and Regulations

### ARTICLE I – PURPOSE, NAME AND RIGHT

#### Section 1 – Purpose

The purpose of the New Brighton Boat Club on New Brighton, Pennsylvania, is:

- to serve the interests of boat owners,
- to defend such owners against discriminatory legislation and burdensome taxation,
- to prevent the pollution of neighboring waters,
- to stimulate a greater interest in boating among all citizens in the area served by the club,
- to develop a fraternal exchange of boating information,
- to own or lease property for the club use and,
- to develop more adequate boat storage and dock facilities and to do all other things which will tend to serve present owners of boating equipment and to further interest in boating generally.

#### Section 2 – Name

The name of this club shall be the New Brighton Boat Club of New Brighton, Pennsylvania.

#### Section 3 – Rights

Each boating or non-boating member of the organization has the following inherent rights, subject to specific restrictions contained in the constitution, by-laws, or standing rules.

- a) to receive notices
- b) to attend meetings
- c) to present motions, resolutions, or other business
- d) to discuss
- e) to vote
- f) to nominate
- g) to be a candidate for office
- h) to inspect official records of the organization
- i) to insist on the enforcement of the rules of the organization and the rules of parliamentary law
- j) to resign, if all obligations to the organization have been fulfilled
- k) to have a hearing before expulsion or other penalties are applied
- l) To exercise any other rights given by the constitution, by-laws, or rules of the organization (Robert's Rules of Order)

### ARTICLE II – MEMBERSHIP

#### Section 1: Eligibility & Voting

Membership in the New Brighton Boat Club shall be open to all individuals, 21 years of age and older within the community and surrounding areas, who are interested in boating, the out-of-doors, fishing, or hunting. A membership shall consist of the member, his/her partner, and children under the age of 21 at home or a full time student. There shall be one vote per membership cast by the member or the member's partner.

## Section 2: Application

Application for membership in the club shall be made in the manner prescribed by the Membership Committee.

- a) Interested applicant is first referred to the Membership Committee for consideration.
- b) The committee shall then discuss the by-laws and rules with the applicant. The applicant shall then be presented to the membership at the next scheduled NBBC meeting along with completed forms, agreement to abide by the by-laws and rules and be accompanied by his/her sponsor.
- c) A vote by members present shall be done by secret ballot. The applicant cannot be present when the vote is taken. IF the applicant receives a majority of votes, the applicant then becomes a Probationary member for a period of 1 year upon payment of all required fees.
- d) Probationary member shall be entitled to full privileges of the club and facilities with the exception of the right to votes and to nominate.
- e) All fees paid during probationary period are not refundable,
- f) At the first regular scheduled meeting after the probationary period has ended, a vote shall be taken for full membership.
- g) Members shall only be able to sponsor 1 prospective/probationary member per fiscal year.

## Section 3: Membership Categories

- a) Working Member: One who has chosen to work the required hours for the season as set forth by the club and has paid all dues, fees and penalties by April 1<sup>st</sup> of each calendar year.
  - 1) A minimum of 15 working members must be maintained before any non-working memberships are considered.
  - 2) The number of non-working members can never exceed the number of working members.
  - 3) Non-working status will be granted on a first come, first served basis. All non-working memberships must be renewed at the beginning of each fiscal year.
  - 4) A Non-working membership will be granted to existing Non-Working Members in Good Standing before they are granted to any other members.
  - 5) If membership limits prohibit granting Non-Working Members status, Working Members is Good Standing may place their names on a non-working wait list for future openings.
  - 6) Non-Working Members will pay a dockage fee at a rate that is set by the Board of Directors at the beginning of the season.
  - 7) A maximum of 2 Non-Working Members in Good Standing may serve of the Board provided there are three (3) Working Members is Good Standing serving of the Board (a ratio of 3:2).
  - 8) Once a non-working or working membership status is granted, a member may not change his/her status until the next season.

- b) Non-working Member: One who has been approved by the Board of Directors not to work the required hours for the season as set forth by the club and has paid all dues, fees and penalties by April 1<sup>st</sup> of each calendar year.
- c) Honorary Lifetime: A designation earned by nomination with a minimum of 15 years membership and the position of Commodore and a favorable majority vote of the membership. This category is exempt from paying annual dues; however, all other fees must be paid.
- d) Special: A designation granted by the Board of Directors to a member in good standing; who, because of personal hardship cannot comply with Article II Section 6. The member must present a written request to be considered for this category and is not exempt from paying annual dues or fees.
- e) Probationary: A designation applied during the first year of membership. It entitles the member to full club privileges with the exception of the right of vote or to nominate. Additional considerations are:
  - 1) Probationary member must be sponsored by a Member in Good Standing.
  - 2) All dues and fees paid during this period are not refundable.
  - 3) A vote for Membership in Good Standing will not be taken at the end of the probationary period if the member has not met the provisions of the membership application.
  - 4) Probationary members shall not be able to sponsor a prospective probationary member.
- f) Kayak: The fee for a kayak member shall be determined by the board of directors at the beginning of each fiscal year. Kayak members are entitled to full club privileges. They must perform 5 working hours per year. They are to park in the lower lot.

#### Section 4: Resignation

A member may resign from the club at any time upon notice in writing addressed to the Secretary.

#### Section 5: Termination

A membership in the club may be terminated for non-payment of fees and/or penalties after a member has received a notice of 30 days by action of the Board of Directors.

Termination of membership shall not release the terminated member from the obligation of pay all fees and/or penalties owed to the end of the period of membership. All fees and/or penalties should be paid prior of April 1. A member shall have a hearing by the Board of Directors before expulsion or other penalties are applied. Membership may be terminated for any reason by a three-quarters vote of the members present at any regular or special meeting.

#### Section 6: Work Requirement

Each working member, as identified in Article II Section 3a, is required to work the minimum number of hours set by the Board of Directors each Fiscal Year or pay a penalty of \$50.00 for each

hour not worked. This penalty may be changed by the Board of Directors. The minimum hours may be adjusted at any time by the Board of Directors to meet the needs of the club.

- a) Members will be responsible for keeping their own record of time worked in the ledger provided for that purpose. Year-end penalties will be determined and assessed from this ledger. Those who must comply with this Article are:
  - 1) Working Members who have been assigned dock space, regardless of whether this space is used or not.
  - 2) Honorary Lifetime Members who have been assigned dock space, regardless of whether this space is used or not.
  - 3) Probationary Members
  - 4) Kayak Members
- b) The following members need not comply with Article II Section 6:
  - 1) Non-Docking Honorary Lifetime Members who have not been assigned dock space.
  - 2) Special Members as approved by the Board of Directors.
  - 3) Non-Working Members.

#### Section 7: Total Membership

Total membership shall be limited to all members paying dues and/or fees and shall be governed by the availability of slip space as determined by the Dock Master.

#### Section 8: Meeting Attendance

Paid up members shall be required to attend at least 2 meetings per fiscal year to remain in good standing for the following year. As soon as the member attends two meetings, the paid up member moves to good standing status. During the time period that a member is not in good standing they are prohibited from voting

#### Section 9: Survivability

In the event of death, the membership may be retained by the surviving spouse/partner. Any other circumstances will be referred to the Board of Directors.

#### Section 10: Inability to Comply with By-Laws and Rules

In the event of circumstances that would affect the member's ability to comply with these by-laws and rules, the Board of Directors shall be informed verbally and/or in writing.

### **ARTICLE III = MANAGEMENT OF CLUB**

#### Section 1: Club Management

The management of the club shall be the responsibility of the Board of Directors including the interpretation of these by-laws.

#### Section 2: Grievances

Any grievance shall be referred to the Grievance Committee, consisting of the Chairman and two (2) other members appointed by the Commodore.

### Section 3: Board of Directors

The Board of Directors shall consist of:

- Commodore
- Vice-Commodore
- Secretary
- Treasurer
- Membership Chairperson
- Immediate past Commodore
- Immediate past Secretary
- Immediate past Treasurer

The Commodore or the Vice-Commodore in the Commodore's absence and any other **4** Directors shall constitute a quorum at any meeting if the Board of Directors.

### Section 4: Directors Term of Office

Directors are elected for a term of one year. All members of the Board of Directors shall hold office until their successors are duly elected and qualified. All papers and records in the possession of each director shall be turned over to their successor.

### Section 5: Personnel

If funds are available, the Board of Directors may employ any personnel they deem necessary to aid in management of the club after receiving club approval.

## **ARTICLE IV – OFFICERS**

### Section 1: Elective Officers

The elective officers of the club shall be: Commodore, Vice-Commodore, Secretary, Treasurer and the Membership Committee Chairperson.

### Section 2: Elections

The election of officers shall be as follows:

- a) The Commodore shall appoint a Nomination Committee consisting of 5 members at the September meeting.
- b) The Nominating Committee shall nominate and submit one (1) candidate for each office at the October meeting, at which time the members shall also have an opportunity to nominate a candidate for each office.
- c) The officers shall then be elected by the members at the November meeting and shall hold the term for one fiscal year or until their successors have been elected and qualified.
- d) No officer shall succeed their self more than one (1) additional term (for a total of 2 years)

### Section 3: Duties of the Commodore

The Commodore shall preside at all meetings of the club and its Board of Directors. The Commodore shall create the budget for the year and discuss the budget with the Board of Directors before presenting the budget to the membership for approval at the February meeting. The Commodore appoints all committees with the exception of the Membership Committee. The Commodore shall be member ex-officio of all committees and perform those other responsibilities assigned to him by these by-laws and by the Board of Directors.

The Commodore shall be the Club Parliamentarian and will ensure that all meetings are conducted in accordance with Robert's Rules of Order. Additionally, the Commodore shall be capable of interpreting all NBBC by-laws, rules and regulations. The Commodore shall appoint 2 members to audit the books at the end of his/her term of office.

### Section 4: Duties of the Vice-Commodore

During the absence or temporary incapacity of the Commodore, the Vice-Commodore shall perform the duties and have the powers of the Commodore.

### Section 5: Duties of the Secretary

The Secretary shall keep all records of the club including the attendance of each member. The Secretary will be responsible for notifying all members about club meetings, activities, work projects, and all special functions.

### Section 6: Duties of the Treasurer

The Treasurer shall keep all funds in a bank approved by the Board of Directors and in the name of the Club, subject to withdrawal by check signed by two **2** authorized Directors as designated by the Board of Directors. The Treasurer shall disperse funds under the direction of the club.

### Section 7: Membership Committee Chairperson

The Chairperson of the Membership Committee shall appoint 4 additional members to serve on the Committee and shall pass on all membership applications.

### Section 8: Vacancies

Vacancies in any elective office may be filled at the any meeting of the club at which a quorum of officers and members are present. The successor so chosen shall serve the unexpired term of the office they are filling.

### Section 9: Appointed Committees

- a) Docks – The Dock Master is responsible for the construction and maintenance of the docks, to install and remove slips with the help of slip users and to ensure all slips are maintained in a safe manner. Additional, he has the authority and responsibility to assign slips in the club's best interest based upon seniority and availability of space. He needs to be kept informed of who has paid for dock space.

- b) Grounds – The Grounds chairperson is responsible for the maintenance of the grounds, roads, fences, shrubbery and the equipment necessary for this activity. Additionally, he will ensure that garbage is picked up by the refuse company in a timely manner.
- c) Club Steward – The Club Steward is responsible for the construction and maintenance of all buildings, the furnishings for them and supplies required.
- d) Concessions - Concessions is responsible for purchasing and stocking beverages and supplies for the club. Ex: water, napkins, plates, plastic ware, paper towels, toilet paper, cleaning supplies, etc.
- e) Grievance – The Grievance Committee Chairperson and two **(2)** other appointees will handle all grievances of any cub member. In the event they are unable to resolve the grievance, they shall submit the grievance to the Board of Directors for Board action. The Chairperson shall act as Parliamentarian to ensure that all meetings are conducted by Roberts Rules of Order. Additionally, the Chairperson shall be capable of interpreting all NBBC by-laws, rules and regulations.
- f) Sunshine – The Sunshine Chairman has the responsibility to send flowers for the death of a club member and/or for a member of his/her immediate family. Upon hospitalization of a club member, a get-well card will be sent.
- g) Programs – This Chairperson shall be responsible for the get-togethers, entertainment and educational programs of the club. They may appoint members of the club to aid in carrying out this assignment.
- h) Ways and Means - This Chairperson is responsible for conducting activities to raise funds on an AS NEEDED BASIS, including the disposition and handling of all recyclables collected by club members.

## **ARTICLE V – FISCA YEAR**

The fiscal year of the club shall Commence on the first day of January and end on the thirty-first day of December.

## **ARTICLE VI – BUDGET**

### **Section 1: Proposed Budget**

The Board of Directors, at the January meeting, shall submit to the members of the club a proposed budget of anticipated expenditures for the fiscal year. The budget shall be considered and approved with or without revisions. It may be reviewed and is subject to revision at any regular meeting of the members thereafter. The officers and/or the Board of Directors and/or

any paid employee of the club shall not obligate the club in excess of the approved budget or as amended by the Board of Directors.

## Section 2: Allocations

Allocations for all Committees will be determined at the annual budget meeting of the Board of Directors. All Committees may obtain the money allocated to them by the yearly budget without additional approval. Additional finances needed by a Committee must be approved by the Board of Directors.

## Section 3: Fees and Penalties

Fees & penalties are to be determined by the Board of Directors at the annual budget meeting.

# ARTICLE VII – MEETINGS, VOTING AND AGENDAS

## Section 1: Meetings

Regular meetings of the Board of Directors shall be held at a time and place designated by the Commodore. The annual meeting of the club may be held in November.

## Section 2: Meeting Notification

Written notices of the place, day, and time of the annual and of all regular meetings of the members shall be prepared and distributed to the membership by the Secretary.

## Section 3: Special Meetings

A Special Meeting of the club may be called by the Commodore or by three-quarters of the members upon giving ten (**10**) days written notice. The notice shall state the place, day, time and purpose of the Special Meeting.

No business shall be conducted at any Special Meeting other than the business identified in the notice of the Special Meeting.

## Section 4: Meeting Location

All meetings of members shall be held at the place, day and time designated in the notice.

## Section 5: Voting

Any action taken at a regular or special meeting shall require a majority vote of those present.

## Section 6: Order of Business

- A. Opening (Reciting Pledge of Allegiance)
- B. Reading of Minutes
- C. Secretary's Report
- D. Treasurer's Report
- E. Report of Officers
  - a. Commodore's Report



- b. Vice-Commodore's Report
- c. Membership Report
- F. Committee Reports
  - a. Docks
  - b. Grounds
  - c. Grievance
  - d. Club Steward
  - e. Concessions
  - f. Sunshine
  - g. Programs
  - h. Ways and Means
- G. Old Business
- H. New Business
- I. Good of the Club
- J. Adjournment

## **ARTICLE VIII – CLUB FACILITIES**

### **Section 1: Dockage**

Available dockage will be provided to all club members in good standing, with boats up to 26 feet in actual length. Special approval by the Board of Directors is required for boats exceeding 26 feet in actual length.

### **Section 2: Visitors and Guests**

Use of the club's grounds, dockage and facilities shall be limited to the membership. Visitors shall be permitted only when accompanied by a member in good standing. Unusual circumstances will be ruled upon by the Board of Directors.

The family of a club member in good standing, and who does not reside in the areas as described in Article II Section 1 shall be permitted access to and the use of the member's boat. This privilege is not to interfere with other member's use of the club and its facilities. This privilege is extended only to the out of town immediate family visiting the member, and abuse of this privilege will cause revocation by the Board of Directors. The family members described in this sub-section are to be considered guests of the member and must abide by the rules of the club.

### **Section 3: Member Responsibility**

All guests will be granted full use of the club's facilities and their conduct shall be the responsibility of the member.

## **ARTICLE IX – AMENDMENTS**

These By-Laws may be amended at any meeting of the club by majority of members attending such meeting, provided a notice of such proposed amendment(s) shall have been mailed to each

member with a notice of the meeting at which amendment(s) are to be considered and the amendment(s) have been read at 3 consecutive meetings as per Roberts Rules of Order.

## **ARTICLE X – STANDING RULES**

1. No boat shall enter the dock area at greater than trolling speed.
2. All dogs must be kept on a leash when on club grounds.
3. Each member shall be responsible for keeping his/her dock area free from weeds, trash or other debris.
4. No horse-play shall be permitted on docks or club grounds.
5. Any member using club facilities shall be responsible for same and shall see that it is clean and in good condition before leaving.
6. Members shall see that all refuse is placed in containers provided for that purpose.
7. It shall be the duty of all members to see that the gates and doors are locked at all times.
8. No intoxicating beverages will be sold on club grounds. Alcoholic beverages should not be accessible or stored in the clubhouse or grounds. As per Pennsylvania State Liquor Code Enforcement Section 49.1. and 492.2 and also our Boro of New Brighton Lease.
9. All children 12 years of age and under **must** wear Coast Guard approved life jackets while on the docks.
10. All activities for the club will be held for all members of the family, unless otherwise notified.
11. All club owned equipment borrowed from the club must be approved by club membership at a regular meeting.
12. All guests shall park their vehicles in the designated areas.
13. Members who park a trailer in the designated area on club grounds must keep weeds and grass cut around/under their own trailer.
14. Anyone caught defacing or destroying club property or other boats is subject to expulsion.

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